

Course Name	Work Smarter with AI
Course Code	AI-3025
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	AI-3025: Work Smarter with AI provides a high-level introduction to Microsoft Copilot and Microsoft 365 Copilot. Delegates will explore the capabilities of these AI-powered assistants, identify the categories of tasks they can support, and develop an understanding of how they operate behind the scenes. The course offers practical instruction in writing effective prompts to generate useful and contextually relevant outputs. Upon completion, learners will be confident in using Microsoft Copilot to enhance their personal and professional productivity, manage tasks more effectively, and create new content based on natural language prompts.
Audience Profile	This course is ideal for individuals new to Microsoft Copilot or generative AI who wish to understand how these tools can enhance everyday work and personal projects. It is suited to students, professionals, and those simply curious about AI who require a beginner-friendly introduction to the capabilities of Microsoft Copilot and Microsoft 365 Copilot.
Course Prerequisites	Delegates should be familiar with Microsoft 365 applications and possess basic computer literacy. No prior AI experience is required.
Course Outcome	Upon successful completion of this course, delegates will be equipped with the skills and knowledge required to: • Describe the capabilities of Microsoft Copilot and Microsoft 365 Copilot • Identify tasks that Copilot can support across personal and professional contexts • Understand the underlying principles of how Copilot generates responses • Write effective prompts to elicit useful and accurate outputs • Integrate Copilot into daily work to improve productivity • Recognize the responsible use of generative AI

Assessment/Evaluation	This course concludes with internal knowledge checks and practical exercises. Successful completion will result in a Certificate of Attendance issued by IT-IQ Botswana.
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Course Details	
Topic	Topic 1: Introduction to Microsoft Copilot • Microsoft Copilot and Microsoft 365 Copilot overview • How generative AI assistants work • Common use cases across personal and professional life Topic 2: Capabilities and Practical Applications • Productivity scenarios with Copilot • Content creation and summarization • Research and information retrieval Topic 3: Effective Prompt Writing • Principles of clear and specific prompts • Iterating on prompts for better results • Common prompting patterns Topic 4: Responsible Use of AI • Responsible AI principles • Privacy and data considerations • Verifying AI-generated outputs